

**FEDERAL BUREAU OF PRISONS
SMALL BUSINESS SUBCONTRACTING PLAN**

CONTRACTOR: _____

ADDRESS: _____

SOLICITATION OR CONTRACT NUMBER: _____

ITEM/SERVICE/PROJECT: _____

BOP GOALS for FY 2001

| | |
|---|-------|
| Prime Small Business awards | 30.0% |
| Prime 8(A) awards | 4.5% |
| Prime Small Disadvantaged Bus. awards | 2.0% |
| Prime Women Owned Bus. awards | 5.0% |
| Prime Certified HUBZONE Small Bus. awards | 5.0% |
| Prime Veteran-Owned Sm,all Bus. awards | 3.0% |
| Sub-contr Small Bus. awards | 50.0% |
| Sub-contr Small Bus. in HUBZONES | 2.0% |
| Sub-contr Vetran-Owned Small Bus. awards | 3.0% |
| Sub-contr Small Disadvantaged Bus. awards | 6.0% |
| Sub-contr Women Owned Bus. awards | 6.0% |

Please provide the following breakdown:

| | <u>Dollars</u> | <u>Percent</u> |
|--|----------------|----------------|
| 1. (a) Total Contract Price | \$ _____ | N/A |
| Total Subcontracting Dollars | \$ _____ | 100% |
| -To Large Businesses | \$ _____ | % |
| -To Small Businesses | \$ _____ | % |
| *To Small Non-Disadvantaged Businesses and Small Non- Women-Owned Businesses | \$ _____ | % |
| *To Small Disadvantaged Businesses | \$ _____ | % |
| *To Small Women-Owned Businesses | \$ _____ | % |

Additionally, please note the following:

Large Business Subcontracting Dollars + Small Business Subcontracting Dollars = 100%. Small Non-Disadvantaged Business Dollars + Small Non-Women Owned Business Dollars + Small Disadvantaged Business Dollars + Small Women-Owned Business Dollars = % Subcontracted to All Types of Small Business Concerns

Small Non-Disadvantaged Business & Small Non-Women Owned Business, Small Disadvantaged Business, and Small Women-Owned Business participation are subsets of total small business subcontracting dollars and % goals.

A SAMPLE IS ATTACHED.

SAMPLE

| | | <u>Dollars</u> | <u>Percent</u> |
|----|---|----------------|----------------|
| 1. | (a) Total Contract Price | \$5,000,000 | N/A |
| | Total Subcontracting Dollars | \$4,000,000 | 100% |
| | -To Large Businesses | \$1,000,000 | 25% |
| | -To Small Businesses | \$3,000,000 | 75% |
| | *To Small Non-Disadvantaged Businesses and Small Non-Women-Owned Businesses | \$1,600,000 | 40% |
| | *To Small Disadvantaged Businesses | \$1,000,000 | 25% |
| | *To Small Women-Owned Businesses | \$ 400,000 | 10% |

- (b) The following principal products and/or services will be subcontracted under this contract (**include the name of subcontractor**), and the distribution among small, small disadvantaged, and small women-owned business concerns is as follows:

(Products/services planned to be subcontracted to small business concerns are identified by *, to small disadvantaged business concerns by **, and women-owned small business concerns by ***)

(ATTACHMENT MAY BE USED IF ADDITIONAL SPACE IS
REQUIRED)

- (d) The following method was used in developing subcontract goals (i.e., Statement explaining how the product and service areas to be subcontracted to small and small disadvantaged business concerns were determined, and how small and small disadvantaged business concerns' capabilities were determined, to include identification of source lists utilized in making those determinations.

- (e) Indirect and overhead costs (check one below):

_____ have been _____ have not been

included in the goals specified in 1(b).

- (f) If "have been" is checked, explain method used in determining the proportionate share of indirect and overhead cost to be allocated as subcontracts to small business concerns and small disadvantaged business concerns:

-
-
-
2. The following individual will administer the subcontracting program:

Name: _____

Address & Telephone: _____

Title: _____

This individual's specific duties, as they relate to the firm's subcontracting program, are as follows:

General overall responsibility for this company's Small Business Program, the development, preparation and execution of individual subcontracting plans and for monitoring performance relative to contractual subcontracting requirements contained in this plan, including but not limited to:

- (a) Developing and maintaining bidders lists of small and small disadvantaged business concerns from all possible sources.
- (b) Insuring that procurement packages are structured to permit small and small disadvantaged business concerns to participate to the maximum extent possible.
- (c) Assuring inclusion of small and SDB concerns in all solicitations for products or services which they are capable of providing.
- (d) Reviewing solicitations to remove statements, clauses, etc., which may tend to restrict or prohibit SB and SDB participation.
- (e) Ensuring periodic rotation of potential subcontractors on bidders lists.
- (f) Ensuring that the bid proposal review board documents its reasons for not selecting low bids submitted by small and small disadvantaged business concerns.
- (g) Ensuring the establishment and maintenance of

records of solicitations and subcontract award activity.

- (h) Attending or arranging for attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade-Fairs, etc..
- (i) Conducting or arranging for conduct of motivational training for purchasing personnel pursuant to the intent of P.L. 95-507.
- (j) Monitoring attainment of proposed goals.
- (k) Preparing and submitting periodic subcontracting reports required.
- (l) Coordinating contractor's activities during the conducting of compliance reviews by Federal agencies.
- (m) Coordinating the conduct of contractor's activities involving its Small and Small Disadvantaged Business Subcontracting Program.
- (n) Additions to (or deletions from) the duties specified above are as follows:

3. The following efforts will be taken to assure that small and small disadvantaged business concerns will have an equitable opportunity to compete for subcontracts:

- (a) Outreach efforts will be made as follows:
 - (i) Contacts with minority and small business trade associations.
 - (ii) Contacts with business development organizations.
 - (iii) Attendance at small and minority business procurement conferences and trade fairs.

(iv) Sources will be requested from SBA's PASS system.

(b) The following internal efforts will be made to guide and encourage buyers:

(i) Workshops, seminars and training programs will be conducted.

(ii) Activities will be monitored to evaluate compliance with this subcontracting plan.

(c) Small and small disadvantaged business concern source lists, guides and other data identifying small and small disadvantaged business concerns will be maintained and utilized by buyers in soliciting subcontracts.

(d) Additions to (or deletions from) the above listed efforts are as follows:

4. The bidder (contractor) agrees that the clause entitled Utilization of Small Business Concerns and Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals will be included in all subcontracts which offer further subcontracting opportunities. Additionally, all subcontractors (except small business concerns) who receive subcontracts in excess of \$500,000 will be required to adopt and comply with a subcontracting plan similar to this one. Such plans will be reviewed by comparing them with the provisions of Public Law 95-507, and assuring that all minimum requirements of an acceptable subcontracting plan have been satisfied. The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential small and small disadvantaged subcontractors, and prior experience. Once approved and implemented, plans will be monitored through the submission of periodic reports, and/or as time and availability of funds permit, periodic visits to subcontractor's facilities to review applicable records and subcontracting program progress.

5. The bidder (contractor) agrees to submit such periodic reports and cooperate in any studies or surveys as may be required by the contracting agency or the Small Business Administration in order to determine the extent of compliance by the bidder with the subcontracting plan and with the clause entitled "Utilization of Small Business Concerns and Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals", contained in the contract.

Additionally, the contractor must submit Standard Form 294 (SF-294), "Subcontracting Reports for Individual Contracts", and Standard Form 295 (SF-295), "Summary Subcontract Report", in accordance with the instructions on the forms. The Contracting Officer must receive the reports within 30 days after the close of each calendar period. The reporting schedule is as follows:

| <u>Calendar Period</u> | <u>Report Due</u> | <u>Due Date</u> |
|------------------------|-------------------|-----------------|
| 10/01 through 03/31 | SF-294 | 04/30 |
| 04/01 through 09/30 | SF-294 | 10/30 |
| 10/01 through 09/30 | SF-295 | 10/30 |

6. The bidder (contractor) agrees that he will maintain at least the following types of records to document compliance with this subcontracting plan:
 - (a) Small and Small Disadvantaged Business Concern source lists, guides and other data identifying SB/SDB vendors.
 - (b) Organizations contacted for small and small disadvantaged sources.
 - (c) On a contract-by-contract basis, records on all subcontract solicitations over \$100,000, indicating on each solicitation (1) whether small business concerns were solicited, and if not, why not; (2) whether small disadvantaged business concerns were solicited, and if not, why not; and (3) reasons for the failure of solicited small or small disadvantaged business concerns to receive the subcontract award.
 - (d) Records to support other outreach efforts: Contracts with Minority and Small Business Trade Associations, etc.. Attendance at small and minority business procurement conferences and trade fairs.

- (e) Records to support internal activities to guide and encourage buyers: workshops, seminars, training programs, etc.. Monitoring activities to evaluate compliance.
- (f) On a contract-by-contract basis, records to support subcontract award data to include name and address of subcontractor.
- (g) Records to be maintained in addition to the above are as follows:

Contractor's
Signature:

Typed Name:

Title:

Date:

Plan Accepted

By:

Federal Bureau of Prisons' Contracting
Officer

Signature:

Date:
